

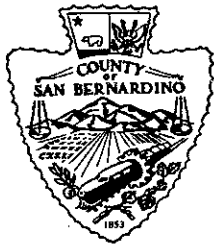
Request For Proposal for 2009 Continuum of Care Homeless Programs

**Linda Haugan, Assistant County Administrator
Human Services
County of San Bernardino**

**Isaac Jackson, Homeless Services Coordinator
Office of Homeless Services**

**Administrative Support Division - Contracts Unit
150 South Lena Road
San Bernardino, CA 92415-0515
(909) 388-0360**

RFP HS 09-03



Request for Proposals (RFP) for Continuum of Care Homeless Programs RFP HS 09-03

ADDENDUM NO. 1

1. **TITLE PAGE OF RFP** is revised to read as stated in Attachment A of Addendum No. 1.
2. **SECTION VII. SCHEDULE**, is replaced with the following:

Please note that there are two schedules: one for new project applications and another schedule for projects approved by the San Bernardino County Homeless Partnership to be included in this year's submission to HUD.

Submission Schedule

RFP Issued	Date: August 25, 2009
Technical Assistance Workshop	Date: September 24, 2009 Time: 1:00 p.m. to 3:00 p.m. Location: San Bernardino County Department of Behavioral Health East Valley Resource Center* 820 E. Gilbert Street San Bernardino, CA 92415 *Use East Door Entrance
Deadline to Submit Request for Technical Assistance	Date: September 29, 2009 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov
Deadline for Electronic Submission for HUD Application Materials	Date: October 6, 2009 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov
Presentations to Homeless Assistance Grant Review Committee	Date: October 19, 2009 Time: 9:00 a.m. to 4:00 p.m. Location: San Bernardino County Human Services Administrative Support Division 150 South Lena Road, Room E San Bernardino, CA 92415
ICH Review of Grant Review Committee Recommendations	Date: October 22, 2009 Time: 1:30 p.m. to 3:30 p.m. Location: San Bernardino County Government Center – Citrus Room 385 N. Arrowhead Ave., Fifth Floor San Bernardino, CA 92415

Approved Projects: Authorized Representatives for approved projects will be required to attend a mandatory final review. The authorized representative must have a strong knowledge of the

application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score. During this process OHS and the agency representative(s) will work together to finalize, and enter into e-snaps, project information for inclusion in the Partnerships final application to HUD.

Mandatory Final Review and e-snaps Entry	Date: October 26-30, 2009 Time: To be announced Location: Office of Homeless Services 700 E. Gilbert Street, Building 6 San Bernardino, CA 92415
OHS and Consultant Review of Proposed Partnership Application	Date: November 2, 2009
County Board of Supervisors Approval of HUD Application	Date: November 17, 2009
Submission of Final Application to HUD	Date: Upon Board of Supervisors approval

All dates are subject to change as deemed necessary by OHS.

The schedule requires submission of required forms in an electronic format. So that applicants may become familiar with the technical assistance materials available to them from HUD, OHS is requiring that all applicants obtain the necessary forms from HUD at: www.hudhre.info.

OHS is providing a listing of documents in Exhibit 2A as an example of the types of forms that may be required. Be advised that it is the applicant's responsibility to ensure all required forms are submitted on time.

3. SECTION VIII. SUBMISSION REQUIREMENTS & FORMATS, Paragraph C is replaced with the following:

C. Application Submission Process/Instructions

It is the applicant's responsibility to ensure that all required materials are submitted by the dates and times identified in this Section and in Section VII and in the appropriate format.

All applications must include the applicant's DUNS number on each page of the application. In addition, the proposal must be valid for a minimum of 180 days and signed by an authorized official of the applicant agency, as evidenced by (prior or new) board actions.

Applications will be accepted as follows:

HUD APPLICATION MATERIAL FOR ALL APPLICANTS

It is anticipated the forms for the SHP, S+C, and SRO Moderate Rehabilitation will be incorporated into a single exhibit. Applicants are cautioned to use only those forms for the funding component for which they are applying. **All forms must be submitted with the application, those that are not applicable should be marked "N/A".**

Applications:

By noon on October 6, 2009, all applicants proposing a new project must submit the materials requested under Phase 2 Sections A and B of the Exhibit 2a Application Checklist in an electronic format to homelessrfp@hss.sbcounty.gov.

Oral Presentations:

All applicants will be required to make a brief presentation to the Grant Review Committee on October 19, 2009. OHS shall schedule these presentations with applicants.

Mandatory Final Review and Application Submittal

All approved applicants will be required to attend a Mandatory Final Review and Application Submittal session during the week of October 26, 2009. OHS shall schedule these sessions with the approved applicants.

During this session OHS and the agency representative(s) will be finalizing the information in e-snaps. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score.

4. SECTION IX. GENERAL REQUIREMENTS FOR ALL GRANTEES/PROJECT SPONSORS, Paragraph G is added as follows:

G. Homeless Management Information System

Grantees are required to utilize the Homeless Management Information System (HMIS) data tracking system for case management activities.

5. SECTION X. METHOD OF EVALUATION, first paragraph is replaced with the following:

The Grant Review Committee will complete the review and evaluation process and prepare a priority list of grantees. Applicants will be required to make an oral presentation to the Grant Review Committee on October 19, 2009.